

**ENGINEERING AND RELATED SERVICES  
NOVEMBER 12, 2010**

**STATE PROJECT NO. 700-30-0320  
F.A.P. NO. DE-3010(503)  
WIDENING US 84 FROM HIGHWAY 772  
TO EAST OF HAIR CREEK BRIDGE  
ROUTE US 84  
LASALLE PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

**Project Manager** – Mr. Tim Nickel

All inquiries concerning this advertisement should be sent in writing to Debbie. Guest@LA.gov.

**PROJECT DESCRIPTION**

The selected Consultant will prepare and Environmental Assessment (EA) in accordance with the National Environmental Policy Act (NEPA), and other applicable laws for the US Hwy 84, from LA 772 to the east of Hair Creek Bridge, in LaSalle Parish Louisiana. The Consultant will evaluate the social, economic, and environmental consequences of the alternatives (including the no-build) and present this information in the EA document. A feasibility study was prepared previously for the project. The consultant will be provided a copy of this study, which contained alternatives and an environmental inventory. A Public Meeting will be held to inform the public of the project, potential impacts of the project, and to obtain comments and input from the public on the alternatives, design features, and impacts. A Public Hearing will be held to inform the public of the results and conclusions the EA and to obtain input from the public. The consultant will obtain a Finding of No Significant Impact (FONSI) from the Federal Highway Administration (FHWA) once the EA has been approved by FHWA.

The logical termini have been approved by FHWA. Also a Solicitation of Views (SOV) packet was distributed to Federal, State, and local agencies, organizations, and individuals whose expertise may assist with the identification of possible adverse concerns within the project area. The logical termini described the alignment being studied in the EA and contained a preliminary project description and vicinity map. The

responses to the SOV will be provided by DOTD to the consultant to review and incorporate into the EA. The department will provide the consultant with the distribution list that was used in the SOV, and the consultant will be responsible for supplementing and maintaining it throughout the duration of the project.

## **SCOPE OF SERVICES**

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 1: Planning/Environmental

Part III: Environmental Evaluation

(a) Environmental Assessment (EA)

## **PURPOSE AND NEED FOR ACTION**

The purpose and need for the proposed action shall be discussed in the EA. Traffic needs (including existing and future needs), traffic patterns, and movements will be provided by DOTD.

## **ALTERNATIVES**

DOTD will provide an additional alternative that was not included in the feasibility study. All alternatives considered in the feasibility study will be discussed in the EA. Only alternatives that meet the project's purpose and need are considered reasonable. If any alternative is dismissed at an early stage, the reasons for the dismissal shall be discussed in the EA. The alternatives shall address the purpose and need of the project. These alternatives, including the no-build, will be described and analyzed in the environmental document. The consultant will develop typical sections and estimate the required right-of-way for the different alternatives. The estimated right-of-way takings will be used in analyzing the various impacts of the alternatives and for estimating costs. Exhibits depicting the alternatives and estimated right-of-way takings will be prepared for the Public Meeting and Hearing. Aerial photography is preferred as a basis for the exhibits. Local landmarks and major features will be labeled to assist in interpreting the exhibits.

## **IMPACTS**

Analysis of each alternative, including the No-Build will be made and discussed in the EA. Items to consider include, but are not limited to, traffic patterns, permits, land use, community/social, economic, historic, cultural, recreational, archaeological, noise, air, hazardous waste sites, wetland, floodplains, farmland, and endangered or threatened species and/or their habitat. Some of these items may require the production of a separate document in addition to the analysis in the EA. Potential mitigation measures designed to reduce or alleviate impacts will be discussed in the document.

## WETLANDS

Wetlands in the project area will be identified and delineated utilizing the latest appropriate US Army Corps of Engineers (USACE) guidelines. A Wetland Finding, using latest FHWA criteria will be written. Information referenced may include infrared photography, National Wetlands Inventory (NWI) maps, quadrangle maps, soil maps, etc. Referenced information will not substitute for an on-site field determination which will be made. Acreage of wetlands impacted for each alternative and their values will be calculated and exhibits suitable for reproduction indicating the limits of wetlands in the area affected by the project, and the areas to be impacted will be made. These results will be in the form of a wetlands report produced by the consultant. All paperwork necessary for the permit application will be prepared by the consultant. Photographs of each soil sample with the appropriate Munsell soil chart in the same photograph will be included in the report. Each wetland area will be located on a USGS quadrangle sheet as well as a layout map with the station numbers noted.

## WETLAND RESERVE PROGRAM (WRP)

The consultant will coordinate with the National Resources Conservation Service to determine the location of any WRPs in the project area. If the project impacts a WRP property, the consultant will notify the Department immediately. Attempts will be made to avoid these areas. All WRPs in the area will be mapped in the EA.

## ENDANGERED & THREATENED SPECIES

During field surveys, a search will be made for those threatened and/or endangered species suspected to be in the area, and/or for their habitat, if applicable. A biological report will be written indicating the method utilized in the survey and the resulting conclusions and recommendation. All coordination with other agencies will be through the Department's Environmental Section (ES), or with their expressed approval.

## SCENIC STREAMS

A Class B Scenic Stream permit application, if required, will be prepared for each scenic stream in the project area, by the consultant. Seven (7) copies (all with original photos or color laser print copies) will be provided to the Department's ES.

## ENVIRONMENTAL SITE ASSESSMENT

A phase 1 Environmental Site Assessment (ESA) will be performed for this project in accordance with the ASTM Standards E 1527-05. The phase 1 ESA has four components: Records Review, Site Reconnaissance, Interviews, and Report. The consultant will meet with the Environmental Section's Project Coordinator if Recognized Environmental Conditions (RECs) are discovered. Results of site evaluations, findings, conclusions, and opinions concerning the site's impact will be provided in the ESA.

## NOISE AND AIR QUALITY

Noise measurements will be taken and the current FHWA approved noise model (FHWA TNM Version 2.5) will be used. Noise will be modeled as per DOTD's most recent noise policy. As the project area is not positioned within a non-attainment zone, the consultant will include in the EA, a discussion on the impacts to air quality for similar projects and compare the results to this project area. This information will be presented in a noise report prepared by the consultant.

## (CULTURAL RESOURCES), ARCHAEOLOGICAL/ HISTORIC PROPERTIES (106 & 4(f)).

After initial coordination with the Department and the State Historic Preservation Officer (SHPO), a survey will be made for the proposed action area to determine the presence of National Register eligible archaeological sites, both historic and prehistoric, as well as any standing structures or other places or objects, including bridges, eligible for listing on the National Register of Historic Places. The survey will meet the current standards of the Louisiana Standard of Archaeology. All research and documentation necessary to comply with Section 106 and 4(f) will be prepared by the consultant (i.e., Preliminary Case Reports, Cultural Resources Survey report, Documentation for a Determination of No Adverse Effect or Adverse Effect, Section 4(f) Statements.). All coordination with the SHPO's office will be through the ES or with their express approval. Two copies of an unbound typed updated site form for each site and two copies of unbound typed updated Louisiana Historic Resource Inventory forms (with original black and white photographs affixed to the forms) for each standing structure, will be submitted to LDOTD's ES.

## SOCIO-ECONOMIC

### Environmental Justice

Impacts to land uses and community services along each alternative shall be addressed in the EA along with the social and economic impacts to the community, including any potential impacts to Title VI properties. Relocation impacts shall be confirmed via field surveys as well. A Conceptual Stage Relocation Plan shall be prepared and submitted to the ES. Cost estimates for the number and type of relocations or displacements (including number of persons in the household, ethnic affiliation, and approximate income level), right-of-way, construction costs, etc, shall be included in the document. Also, to be included in the documents are the type and estimated value of housing and the location and quality of available replacement housing. For businesses, the location and type of business to be displaced will be documented as will the ethnic affiliation of the owner, the number of employees and their ethnic affiliation, bypassed businesses if applicable, and a listing of available commercial buildings and sites. This estimation of costs of required right-of-way and relocation assistance will be submitted to the ES's project coordinator for review.

## RECREATIONAL SOURCES (Sections 4(f) and 6(f))

All public-owned recreational and public-owned park land, wildlife and waterfowl refuges, and all historic sites will be identified and delineated. Research, analysis, and documentation of compliance with Section 4(f) of the DOT Transportation Act will be done by the consultant. Use of Land and Water Conservation Funds will be identified by the consultant. If such resources are present, the consultant will prepare all documentation for coordination with appropriate agencies.

## PUBLIC MEETING

At least one Public Meeting will be required for this project. If additional Public Meetings are required, these will be added at the discretion of DOTD and FHWA. All arrangements for the Public meeting(s), including location, time, preparation of notice, preparation of appropriate exhibits, preparation of the technical presentation, and handouts, will be made by the consultant, subject to the ES's approval. The consultant will advertise the notice of the Public Meeting(s) (Upon the Department's approval of the notice) in the newspaper(s) as well as other media agreed upon by the Department. The text of the notice will be provided to the ES's project Coordinator for review at least one (1) month prior to the anticipated Public Meeting(s) date. Public Meeting exhibits, handouts, and technical presentations will be supplied to the ES's project coordinator one month prior to the Public Meeting(s) date.

Actual conduct of the Public Meeting(s) will be by the consultant. The consultant will have knowledgeable informed staff present at the Public Meeting(s) to address the queries of the Public in regard to environmental, engineering and other project related issues. As the purpose of the Public Meeting(s) is to assist the public in understanding how the project fits into and impacts their community, exhibits aiding in the visualization of the project at the Public Meeting(s) will be the responsibility of the consultant. Such visualization methods shall be submitted to the ES's project Coordinator one month prior to the Public Meeting(s). The consultant will record and prepare a verbatim transcript of the Public Meeting(s).

## OTHER

Other items that will be evaluated and coordinated with the appropriate agencies include, but are not limited to, prime farmland, sole source aquifers, 100 year floodplain, and water wells. Some of these items utilize standard forms; other coordination is by letter or permit application. Items of special or local interest should also be noted and evaluated within the context of the project.

## REVIEW OF DRAFT EA

The EA shall be written in accordance with FHWA's guidelines. Ten (10) copies of the review document will be provided to DOTD's ES for their review and comments, and distribution. For each revision, an additional ten (10) documents will be required. All

comments will be addressed by the consultant prior to the ES issuing approval to print the EA for public distribution. Distribution of the Draft EA will be the responsibility of the consultant. The ES's project coordinator will provide the consultant with the mailing list to be used for distribution of the Draft EA.

## EA

The EA document will be typed, single spaced, on 8.5 x11 inch paper with inside margins of not less than 1 inch wide. All pages will be numbered. Photographs, plans, maps, drawings and text must be clear and clean with typed or mechanically lettered captions. Exhibits utilizing the 8.5 x11 inch format are preferred. The consultant's name and logo shall not appear on the cover of the document. They can appear, however, on the inside cover sheet in a size not to exceed the Department's name and logo. A copy of the Draft EA and Final EA with the FONSI will be provided in the pdf file format.

## PUBLIC HEARING

After approval by the Department's ES and FHWA, the Draft EA will be made available to the public and a Public Hearing will be scheduled. All arrangements for the Public Hearing, including location, time, preparation of notice, preparation of appropriate exhibits, preparation of technical presentation, and handouts will be made by the consultant, subject to the ES's approval. The Consultant will advertise the notice of the Public Hearing in the newspaper(s) as well as other media agreed upon by the Department. The text of the notice, including the project map, will be provided to the ES project coordinator for review at least three (3) months prior to the anticipated Public Hearing date. Public Hearing exhibits and the Public Hearing technical presentation will be supplied to DOTD's ES project coordinator for approval prior to the Public Hearing date and authorizing the advertisement. The scale ratio of the exhibits for the Public Hearing must be approved by the ES.

Actual conduct of the Public Hearing will be by the consultant. Preparation of a handout for distribution to interested stakeholders present at the meeting will be the responsibility of the consultant. This handout will be submitted to the ES's project coordinator one month prior to the scheduled Public Hearing. The consultant will have knowledgeable informed staff present at the Public Hearing to address the queries of the public, in regard to environmental, engineering and other project related issues, before the Hearing, at recess, and after the Hearing. The consultant will record and prepare a verbatim transcript of the Public Hearing.

## PUBLIC HEARING & ENVIRONMENTAL DOCUMENT COMMENTS

All comments received during the commenting period on the EA including those received at the Public Hearing, will be addressed in the Final EA document by the consultant. After approval by the Department's ES of the final document and issuance by FHWA of the FONSI, the EA with FONSI will be distributed by the consultant. The ES's project coordinator will provide the mailing list to be used for distribution of the FONSI.

## LINE AND GRADE

The consultant will be responsible for undertaking the line and grade study which will include, but not be limited by, the following:

1. Development of typical roadway and bridge sections
2. Establishment of design criteria (including but not limited to)
  - a. Design class and design speeds
  - b. Lane widths
  - c. Minimum horizontal curvature
  - d. Maximum and minimum side slopes
  - e. Horizontal and vertical clearances
  - f. Maximum roadway grade
3. Factors for design consideration
  - a. Alignment development in accordance with Department standards
  - b. Required lane configuration for an acceptable Level of Service
  - c. Develop horizontal geometry
  - d. Develop vertical geometry and set minimum roadway grade
  - e. Identify major drainage structure locations
  - f. Establish approximate Right-of-Way limits
  - g. Develop a list of impacted improvements
  - h. Develop cost estimates for Right-of-Way, Utility relocations, and construction
4. Horizontal alignment
  - a. A preliminary horizontal alignment study will be prepared for the preferred alternative. The alignment should consider major utility conflicts, major drainage structures, existing roadway/bridge geometry, superelevation, and sight distance issues. The final refinement to the alignment will be adjusted based on a constructability review. The final alignment should consider:
    - i. Existing roadway and bridge conditions
    - ii. Maintenance of traffic
    - iii. Location of utilities
    - iv. Environmentally sensitive areas
    - v. Topographical features
    - vi. Developed properties
    - vii. Urban constraints
    - viii. Railroad crossing
  - b. A plan view of the preferred horizontal alignment will be prepared on aerial photography. The following geometric data will be displayed on the plan:
    - i. Curve lengths (L)
    - ii. Tangent lengths (T)
    - iii. Curve radii (R)

- iv. Superelevation rates and transition lengths
  - v. Estimated R/W limits
  - vi. Control of Access limits (if applicable)
  - vii. Intersection and/or schematics
5. Vertical Alignment
- a. A vertical alignment study will be prepared for the preferred alternative. The vertical alignment should consider above ground and below ground utilities, major drainage or structure locations, overpass clearances, etc.
  - b. A profile view of the preferred vertical alignment will be prepared on aerial photography. The following geometric data will be displayed on the profile
    - i. Vertical grades
    - ii. P.V.I. locations
    - iii. Length of Vertical curve (V.C.)

### Geometrics

The consultant will be responsible for reviewing the design criteria and geometric layout to determine what changes are necessary to comply with the AASHTO Green Book and the design standards signed by the Chief Engineer on March 5, 2003.

- 1) The project must be reviewed to determine what revisions are necessary to comply with new standards. The consultant will also revise the typical sections and /or vertical alignment to match the appropriate LDOTD design standards; this will include either a depressed median and/or a new alignment.

In accordance with directives from the Chief Engineer, the default typical section on multi-lane highways should include a divided median (raised or depressed) instead of a TWLTL. Unless a written design exception/approval has been granted for the inclusion of a TWLTL, the entire length of this project should have a raised or depressed median.

The Stage 0 report classified some section of this project as rural and some section as urban. The consultant will make sure that alternate alignment follows DOTD design standards.

### TRAFFIC

The consultant may have to update the Traffic Study from the Stage 0 report. The consultant will investigate and determine the appropriate traffic control devices and the impacts to traffic flow at the existing traffic signal locations based on traffic volumes, crash history and limited sight distances. This may include 24 hour counts, turning movement counts, and intersection inventories. Geometric layouts of turnouts and u-turn locations are to be provided in the Traffic Draft and Final Reports. These layouts shall



include the turn template of the design vehicle for these locations (suggested using software such as Autoturn).

### MISCELLANEOUS

The consultant shall notify the ES when field work begins and ends. The consultant will also update the ES bi-weekly as to their progress in the field.

All reference materials utilized will be noted and an accurate and complete bibliography supplied to the Department with the draft and final documents. Accessibility and location of all reference material or otherwise not easily accessible material will be noted (i.e., library location, etc.). Utilization of unpublished material or otherwise not easily accessible material will be specifically coordinated with the ES prior to its use in the document.

On all correspondence with the Department's ES, the consultant will use all applicable state project numbers (i.e., engineering and construction), along with the project name, route number, parish, and federal aid project number. The consultant shall provide the ES with a monthly progress report. The report will include the estimated and actual date of completion of each task to be performed. The consultant will use the Department's standard form for invoicing.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

### **CONTRACT TIME**

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **365 calendar days**. The delivery schedule for all project deliverables shall be established by the Project Manager.

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a negotiated fixed fee, with a maximum compensation limitation.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at:

<http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 60 calendar days following the notification of selection.

## **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. 2004 Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)
21. 2009 DOTD Design Guidelines to the list
22. Roadside Design Guide

## **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be professionally competent in the preparation of NEPA documents.

2. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years experience in the preparation of NEPA documents in accordance with the National Environmental Policy Act (NEPA) for the FHWA, including Environmental Assessments and who has completed the “NHI course No. 142005, National Environmental Policy Act (NEPA) and Transportation Decision Making”, or an equivalent course.
3. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a. One Environmental Professional with a minimum of three years of experience with highway traffic noise analysis.
  - b. One professional competent in Wetlands Analysis and Biological Assessments.
  - c. One professional with a minimum of five years experience in performing Wetland Delineations (or Findings), possess a degree in Natural Science or a related field, and have completed a Wetlands Delineation Training Course that meets the criteria of the Corps of Engineers.
  - d. One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994, must have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training, and possess a minimum of five years experience in Section 106 documentation.
  - e. One Professional for the standing structures work, meeting the Secretary of Interior’s Qualifications for historic preservation.
  - f. One real estate professional responsible for the preparation of a Conceptual Stage Relocation plan.
  - g. Two (2) Registered Professional Civil Engineers in the State of Louisiana, one with at least five (5) years experience in Roadway Design and one with at least five (5) years experience in Bridge Design with corresponding support staff.
  - h. One Professional Civil Engineer registered in the State of Louisiana, with a PTOE certification, with at least five years experience in traffic engineering and a corresponding support staff.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant’s firm experience on similar projects, weighting factor of 3;
2. Consultant’s personnel experience on similar projects, weighting factor of 4;

3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; \*\*
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location ~~will be based from the project location in LaSalle Parish. where the work will be performed, weighting factor of 4; \*~~

~~\* All respondents will receive a 4 in this category~~

\*\* The NEPA Studies (EN) performance rating will be used for this project.

#### Complexity Level (**moderate**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

#### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. Tim Nickel – Project Manager
3. Xuyong Wang
4. David Smith
5. Ezekiel Onyegbunam
6. Robert Lott

#### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected

Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **700-30-0320**, and will be submitted **prior to 3:00 p.m. CST on Wednesday, December 1, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Ms. Debra L. Guest, P.E.  
Contracts Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1889

## **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.